

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

CHAPTER 7, 11, 12 AND 13 CASE FILING CHECKLIST

In new cases filed conventionally on paper on and after January 1, 2002, an **original only** is required to be filed with the following documents as appropriate. In addition, any petition filed by an attorney conventionally on paper must be accompanied by a completed Request for Waiver form.
MINIMUM REQUIREMENTS: **REFERENCE**

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| <p>___ NOTICE TO INDIVIDUAL CONSUMER DEBTOR(S)
[Individuals only; not required in Chapter 12; signed by debtor(s)]</p> | LBR 1002-2 & 5005-1 |
| <p>___ VOLUNTARY PETITION [Official Form 1]
[signed by attorney and debtor(s)-perjury]
___ EXHIBIT A - only if Chapter 11 corporation
___ EXHIBIT B - only if Chapter 7 individual
___ EXHIBIT C - if applicable, attach Exhibit C</p> | FRBP 1002
LBR 1002-1, 1007-1 & 5005-1 |
| <p>___ CORPORATE RESOLUTION - only if corporation</p> | LBR 1074-1 & 5005-1 |
| <p>___ DECLARATION OF DIVISIONAL VENUE
[Completed; signed by attorney or pro se debtor(s)]</p> | LBR 1014-2 & 5005 -1 |
| <p>___ FEE: See attached fee schedule for appropriate amounts
[If pro se, must be cash or money order; payable to "Clerk, U.S. Bankruptcy Court"; if individual, debtor(s) may file "Application to Pay Filing Fee In Installments- Eastern District of Virginia"; if debtor still owes a filing fee or portion thereof for a previously filed petition, <u>payment in full of past due amount</u>]; PAYMENT DUE AT TIME OF FILING</p> | 28 U.S.C. 1930
LBR 1006-1 & 5005-1 |
| <p>___ LIST OF CREDITORS [MAILING MATRIX] WITH COVER SHEET
[Must be submitted on computer diskette in format specified by Clerk's Office or by a typed hard copy in scannable format, with Request for Waiver attached. Pro se filers can create a List of Creditors to submit on diskette on a PC available in Clerk's Office for this purpose. Cover Sheet not required if list of creditors filed by an ECF registered user via the Internet.</p> | LBR 1007-1 & 5005-1 |
| <p>___ CHAPTER 11: LIST OF CREDITORS HOLDING 20 LARGEST UNSECURED CLAIMS [Official Form 4]
[Signed by debtor(s) and dated-perjury]
LIST DUE AT TIME OF FILING</p> | FRBP 1007
LBR 1007-1 & 5005-1 |

DEPUTY CLERK TO GIVE COPY OF LOCAL BANKRUPTCY RULE(S) 1007-1, 1007-3, 3015-1 and/or 3015-2, AS APPLICABLE, TO ATTORNEY/DEBTOR IF FILING NOT ACCOMPANIED BY THE FOLLOWING AT TIME OF FILING. LBR 1007-1 statements/schedules and Chapter 13 Plan shall be filed by debtor(s) within **15** days after order of relief; LBR 1007-3 statement within **30** days after petition filed or before 341 meeting, whichever is earlier; Chapter 12 Plan shall be filed within **90** days after order for relief; disclosure statement of bankruptcy petition preparer shall be filed within **10** days after petition filed.

COMPLETION OF CASE FILING

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| <p>___ OFFICIAL FORM 6 SCHEDULES
___ * SUMMARY OF SCHEDULES
___ * SCHEDULE A - REAL PROPERTY
___ * SCHEDULE B - PERSONAL PROPERTY
___ * SCHEDULE C - PROPERTY CLAIMED AS EXEMPT
___ * SCHEDULE D - CREDITORS HOLDING SECURED CLAIMS
___ * SCHEDULE E - CREDITORS HOLDING UNSECURED CLAIMS
___ * SCHEDULE F - CREDITORS HOLDING UNSECURED NONPRIORITY CLAIMS
___ * SCHEDULE G - EXECUTORY CONTRACTS AND UNEXPIRED LEASES
___ * SCHEDULE H - CODEBTORS
___ * SCHEDULE I - CURRENT INCOME OF INDIVIDUAL DEBTOR(S)
___ * SCHEDULE J - CURRENT EXPENDITURES OF INDIVIDUAL DEBTOR(S)
[Signed by debtor(s)-perjury]</p> | <p><u>REFERENCE</u>
FRBP 1007
LBR 1007-1 & 5005-1</p> <p>[Note: Summary and Schedules A through J should be filed for <u>all</u> cases; no Official Form prescribed for Schedules I and J for corporations/partnerships; if a schedule is not applicable, so state on said schedule]</p> |
| <p>___ STATEMENT OF FINANCIAL AFFAIRS [Official Form 7]
[Signed by debtor(s)-perjury]</p> | FRBP 1007
LBR 1007-1 & 5005-1 |
| <p>___ CHAPTER 7 INDIVIDUAL DEBTOR'S STATEMENT OF INTENTION [Official Form 8]
[Signed by debtor(s)]</p> | FRBP 1007
LBR 1007-3 & 5005-1 |
| <p>___ CHAPTER 11 LIST OF EQUITY SECURITY HOLDERS
[Signed by debtor(s) and dated-perjury include names, addresses, number and kind of interests]</p> | FRBP 1007
LBR 1007-1 & 5005-1 |
| <p>___ CHAPTER 13 PLAN
[Signed by debtor(s); and dated; Chapter 13 Plan - form approved by the Court, accompanied by proof of service]</p> | FRBP 3015
LBR 3015-1, 3015-2 & 5005-1 |
| <p>___ DISCLOSURE STATEMENT OF ATTORNEY/BANKRUPTCY PETITION PREPARER
[Signed by attorney/bankruptcy petition preparer]</p> | FRBP 2016; 11 U.S.C. 110(h)(1)
LBR 1007-1, 2016-1(B) & 5005-1 |